

December 6, 2018

The Virginia Board of Funeral Directors and Embalmers convened for an Ad Hoc Committee Meeting on Internships on Thursday, December 6, 2018 at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, 2nd Floor, Training Room #2, Henrico, Virginia.

BOARD MEMBERS PRESENT:

Blair Nelsen, FSL, Committee Chair
R. Thomas Slusser, Jr., FSL, Committee Member
Muhammad Hanif, Committee Member

DHP STAFF PRESENT FOR ALL OR PART OF THE MEETING:

Corie Tillman Wolf, Executive Director
Lynne Helmick, Discipline Deputy Director
Sarah Georgen, Licensing and Operations Manager
Heather Wright, Program Manager
Elaine Yeatts, Sr. Policy Analyst

QUORUM:

With three members present at the meeting, a quorum was established.

CALL TO ORDER

Mr. Nelsen called the meeting to order at 10:04 a.m. and asked the Board members and staff to introduce themselves.

EMERGENCY EGRESS INSTRUCTIONS

Ms. Tillman Wolf read the emergency egress instructions.

PUBLIC COMMENT

There was no public comment.

PURPOSE OF THE MEETING:

Mr. Nelsen stated that the purpose of the meeting was to review the Board's regulations and make recommendations for the Periodic Review, to incorporate the NOIRA on Regulations for the Funeral Service Internship Program into the Periodic Review, and to provide a recommendation to the Board on Funeral Service Internship Program hours.

DISCUSSION

Periodic Review Recommendations

Ms. Tillman Wolf provided the following suggested changes for consideration, which were discussed by Committee members:

18VAC65-40-10: Definitions

- Under the definition for “Direct Supervision,” consider clarification of the definition as it relates to the presence of a licensed funeral service professional on premises and the supervision provided by a registered funeral internship supervisor

The Committee will recommend that this regulation remains unchanged.

18VAC65-40-90: Renewal of Registration

- Consider adding clarification that a notice of renewal also can be transmitted electronically, consistent with legislation that became effective on July 1, 2018

The Committee will recommend this change to the full Board.

18VAC65-40-110: Reinstatement of expired registration

- Clarify the title of this section to include reference to renewal of expired registrations
- Correct the reference to renewal within one year following expiration under 18VAC65-40-110(A) instead of reinstatement within one year

The Committee will recommend these changes to the full Board.

18VAC65-40-130: Funeral Service Internship

- Consider public comment related to the number of required hours for an internship
- Incorporate current NOIRA to amend (A) to indicate training should be completed within not less than 18 months nor more than 60 months, and the Board would only consider extensions for extenuating circumstances

The Committee deferred further discussion related to internship hours until later in the meeting.

18VAC65-40-220: Qualifications of Training Site

- Correct reference to resident trainee to intern under 18VAC65-40-220(B)

The Committee will recommend these changes to the full Board.

18VAC65-40-250: Requirements for Supervision

- Consider clarification of requirements for intern supervision
- Consider whether supervisor with previous board action can be approved as a supervisor or Board action with a certain amount of years

The Committee will recommend that the full Board change the language to specify supervision must be provided under a funeral service licensee with an unrestricted license. The Committee will also recommend that the full Board approve supervisors with previous board action within the previous three years on a case-by-case basis.

18VAC65-40-280: Supervisor application package

- Incorporate current NOIRA to require supervisors to register for supervision of each funeral service intern with an expiration for the registration of 60 months or at the completion of the intern's training, whichever occurs first, in order to allow the Board to track active supervisors and make sure supervisors are in good standing

The Committee will recommend these changes and that the proposed changes in the existing NOIRA related to the funeral intern program be rolled into the Periodic Review.

18VAC65-40-320: Reports to the board; six month report; partial report

- Consider removal of language related to deduction of credit hours for late intern reports

The Committee will recommend to the full Board to remove "Credit may be deducted for late reports" from 18VAC65-40-320(B)(2).

18VAC65-40-330: Failure to submit a training report

- Consider changes to language related to forfeiture of all or partial credit for training

The Committee will recommend to the full Board that the language be modified to clarify that an intern may not receive credit for training if they fail to submit a training report, rather than forfeiture of partial credit for training.

18VAC65-40-340: Supervisor's responsibilities

- Consider clarification of language related to supervision

The Committee will recommend that this regulation remains unchanged.

BREAK

The Committee took a 10-minute break at 10:41 a.m. The Committee reconvened at 10:51 a.m.

18VAC65-40-640: Disciplinary action

- Clarification that disciplinary action may be imposed for failure to comply with *the statutes* or regulations of the Board of Funeral Directors and Embalmers.

The Committee will recommend these changes to the full Board.

Addition of new regulation section

- Incorporate current NOIRA to add a regulation requiring that interns be identified to the public as interns in titles, correspondence, and communications with the public.

The Committee will recommend these changes and that the proposed language in the current NOIRA be rolled into the Periodic Review.

Review and Recommendations Regarding Funeral Service Internship Program Hours

Ms. Tillman Wolf provided the Committee with jurisdictional information compiled by the International Conference of Funeral Service Examining Boards, Inc. (“The Conference”) for comparative purposes. Ms. Tillman Wolf also provided membership responses from The Conference related to the total number of hours and total number of cases required for funeral service interns in other jurisdictions.

The Committee discussed the information provided by Ms. Tillman Wolf and requested her to provide further data regarding the number of applicants unable to meet the internship hours requirement within the timeframe necessary for licensure. Additionally, the Committee requested information regarding the applicants by endorsement to determine if any applicants were unable to meet the requirements for substantially equivalent hours.

Additionally, Ms. Tillman Wolf stated that she will continue to review other jurisdictions regulations to provide the full Board for consideration.

The Committee agreed to recommend to the full Board to review and to consider modifications of the number of required hours for an internship based upon the public comment received and review of neighboring state requirements.

Upon a **MOTION** by Mr. Slusser, and properly seconded by Mr. Nelsen, the Committee voted to recommend changes to the regulations as part of the Periodic Review as discussed, to consider a modification of the internship training hours, and to incorporate the current NOIRA related to the Funeral Service Internship Program into a NOIRA for the Periodic Review.

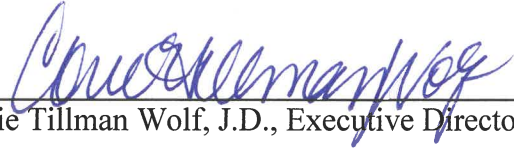
The motion passed unanimously.

ADJOURNMENT

With all business concluded, the meeting adjourned at 11:48 a.m.



Blair Nelsen, FSL, Chair



Corie Tillman Wolf, J.D., Executive Director

1/24/19

Date

1/24/19

Date